

**WISCONSIN DEPARTMENT OF PUBLIC
INSTRUCTION**

CAREER AND TECHNICAL EDUCATION TEAM

**INSTRUCTIONS FOR COMPLETING PROGRAM
FISCAL REPORT (PI-1086)**

Design of the Program Fiscal Report (PI-1086, Rev. 06/07)

This form is commonly referred to as the claim form. Grantees are required to use this form to report local expenditures for reimbursement.

Recipients are encouraged to use the *Excel* version of this form and mail to

**Wisconsin Department of Public Instruction
School Management Services Team
Federal Aids and Audit Section
P.O. Box 7841
Madison, WI 53707-7841**

A PDF file of this form is also on the DPI webpage at <http://www2.dpi.state.wi.us/datacoll/AllForms.asp>.

Directions

Cell-by-Cell Template Directions

Report for Period Ending

Record the month and year through which this report is completed.

Program

Specify the federal or state grant program; i.e., Carl Perkins, Title 1, Alcohol and Other Drug Abuse.

Project Beginning Date

Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

Project Ending Date

As stated in your approved contract.

Account Code

List all account codes as used in your approved project budget.

Account Name

Report the name of the account corresponding to the account code.

Approved Budget

Enter the amounts approved for each account as stated in your contract.

Unliquidated Encumbrances

Report all unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.)
Encumbrances should be liquidated on the final report.

Total Disbursements to Date

Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

Unencumbered Balance

Report the amount of funds that have neither been obligated nor disbursed.

Cash Summary

Total funds received minus total disbursements to date equals cash on hand at the end of period. Cash on hand at end of period often is a negative figure.

Amount Requested

If an advance is requested, the amount may not exceed a 30-day cash supply.